EXPECTED TIME

State of Michigan LPI
Methodology Activity

Activity 6

WHERE DOES EXPECTED TIME COME FROM?

It comes from a
Project Management Tool called.....

PERT

PROGRAM

EVALUATION

REVIEW

TECHNIQUE

PERT is a

TOOL  used for project planning

and is designed to manage time

Expected Time is...

a formula within PERT to

ESTIMATE the cost and/or time

required to complete a task

Why use EXPECTED TIME?

to estimate the cost or time savings

associated with

ELIMINATED TASKS

or compare

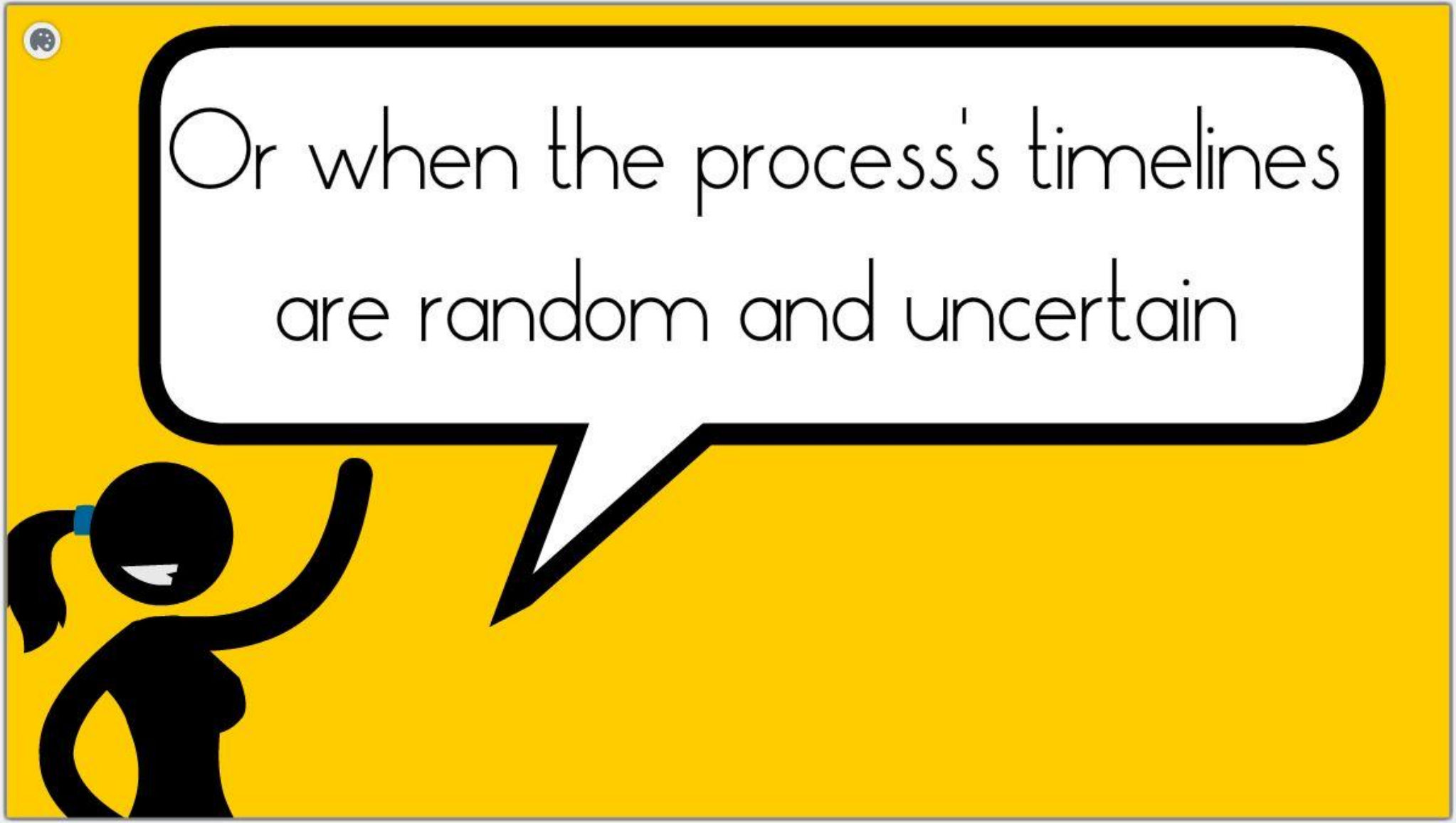
KEY PROCESS CHANGES (KPC)

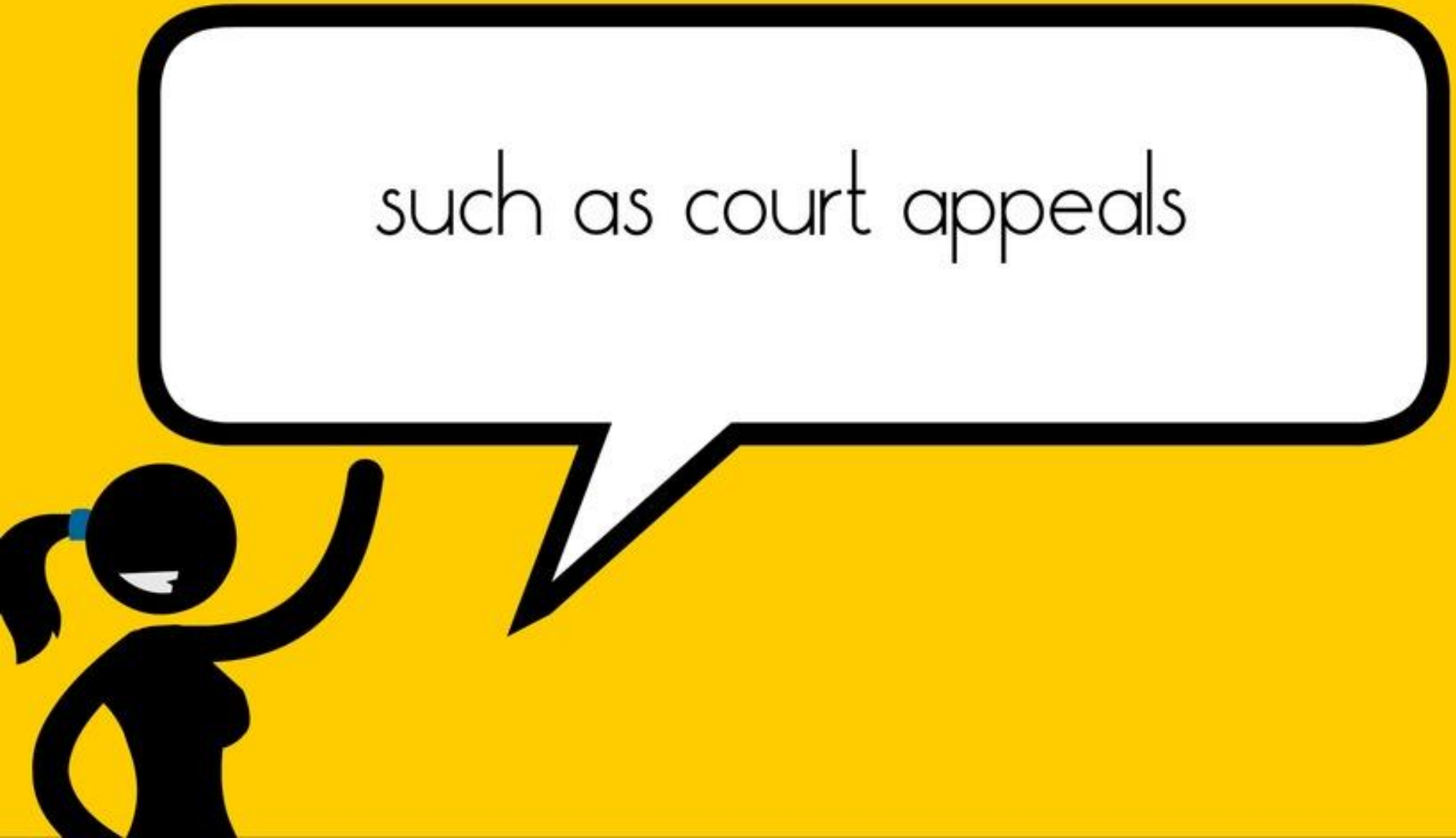
When should we use

EXPECTED TIME?


Use EXPECTED TIME on
larger, complex processes

such as treatment programs for prisoners


Or when the process's timelines are random and uncertain


such as court appeals

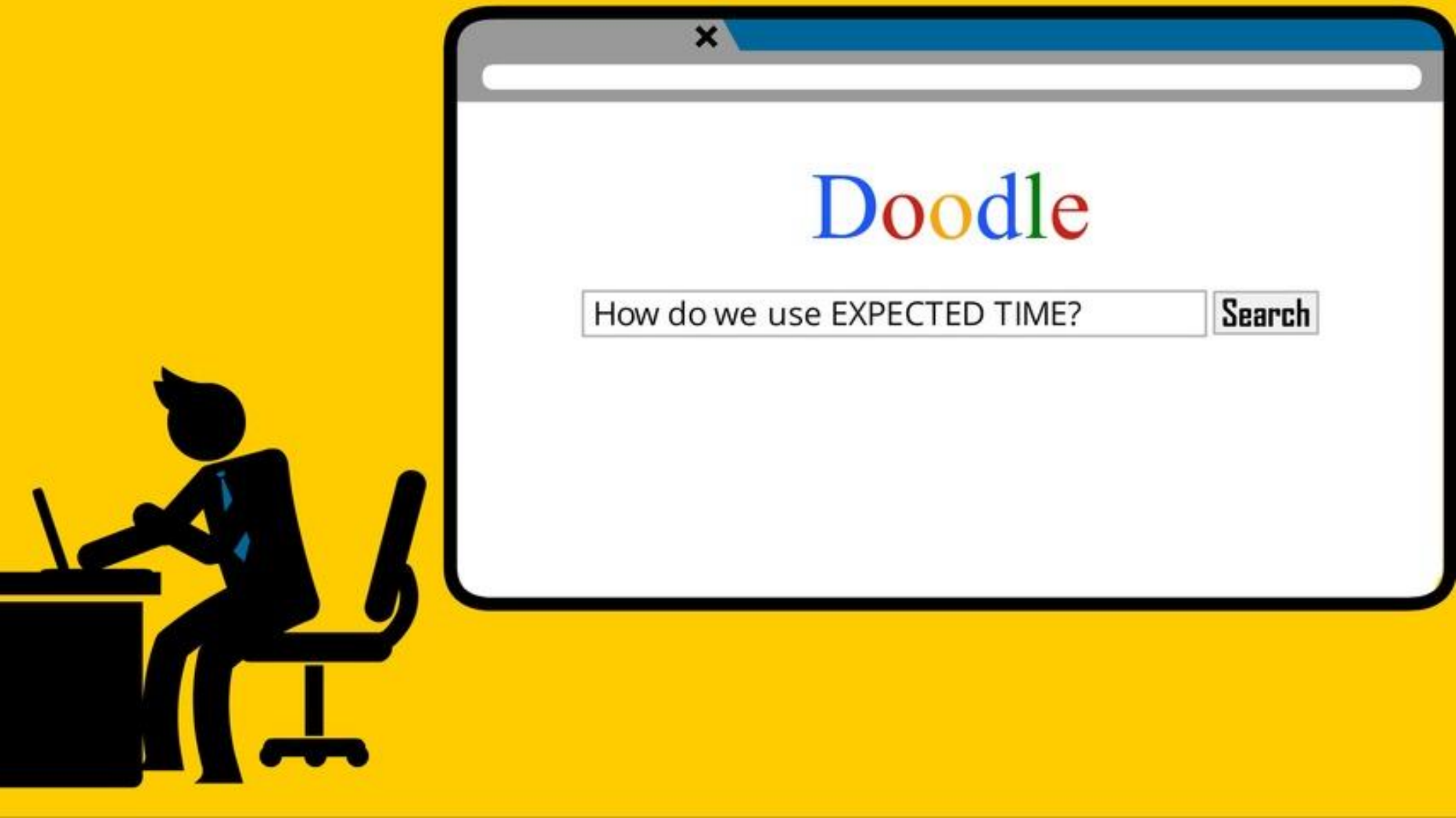
Who should use *EXPECTED TIME*?

INDIVIDUALS

WORK GROUPS

trying to identify how a process improvement can save

TIME **WORK EFFORT** **MONEY**


Doodle
How do we use EXPECTED TIME?
Search

Cost & Time Savings

KPC	O	M	P	#/Yr	#/ppl

Key Process Changes (eliminated tasks)

Optimistic Time

ost & Time Savings

KPC	O	M	P	#/Yr	#/ppl

Cost & Time Savings

KPC	O	M	P	#/Yr	#/ppl

Most Likely Time

Pessimistic Time

Cost & Savings

KPC	O	M	P	#/Yr	#/ppl

Cost & Time Savings

KPC	O	M	P	#/Yr	#/ppl

Number Per Year

Cost & Time Sa

Who Does the Task

KPC	O	M	P	#/Yr	#/ppl

FIRST!

List each Key Process Change (KPC) or task in the first column of the chart

Cost & Time Savings

KPC	O	M	P	#/Yr	#/ppl
Double Approval					
Report Generation					
Update Paper Form					

Let's look at

HANDS ON TIME:

time spent working on a task,
not including time attributed to
interruptions, delays, or inactivity

Now we can record the:

OPTIMISTIC

MOST LIKELY

& **PESSIMISTIC**

Times

 is for...

OPTIMISTIC

the MINIMUM possible hands on time required to accomplish the task

Cost & Time Savings

KPC	O	M	P	#/Yr	#/ppl
Double Approval	20 min				
Report Generation	10 min				
Update Paper Form	60 min				

M is for...

MOST LIKELY

the MEDIAN possible hands on time required to accomplish the task

Cost & Time Savings

KPC	O	M	P	#/Yr	#/ppl
Double Approval	20 min	30 min			
Report Generation	10 min	30 min			
Update Paper Form	60 min	90 min			

P is for...

PESSIMISTIC

the MAXIMUM possible hands on time required to accomplish the task

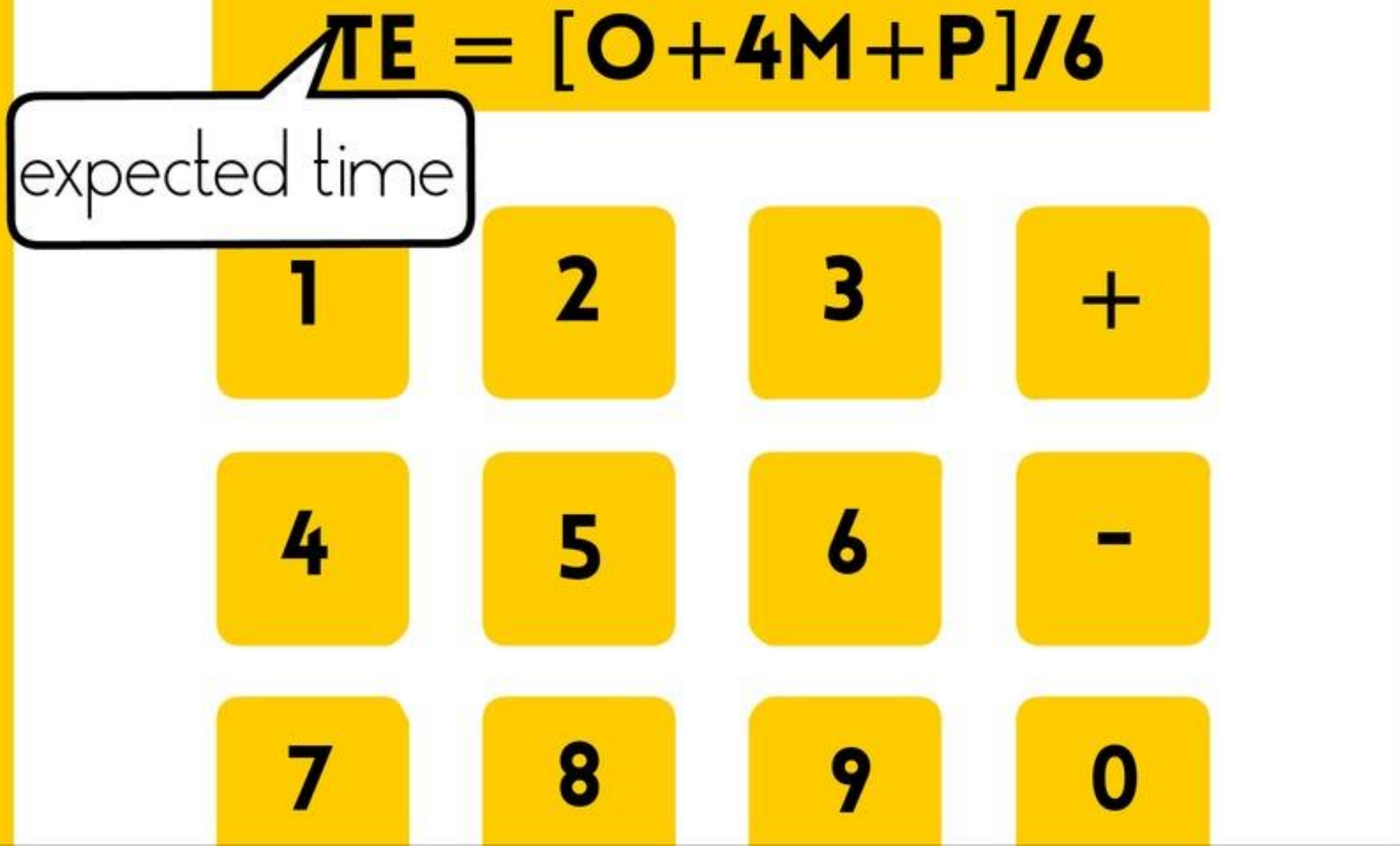
Cost & Time Savings

KPC	O	M	P	#/Yr	#/ppl
Double Approval	20 min	30 min	60 min		
Report Generation	10 min	30 min	45 min		
Update Paper Form	60 min	90 min	120 min		

AND NOW...

Calculation Time!

SIMPLY PLUG THE TIMES INTO THE FORMULA!


TE = [O+4M+P]/6
expected time
1
2
3
+
4
5
6
-
7
8
9
0

NEXT!

Record the number of times per year the task occurs

YEARS

2016

2017

2018

Cost & Time Savings

KPC	O	M	P	#/Yr	#/ppl
Double Approval	20 min	30 min	60 min	780/yr	
Report Generation	10 min	30 min	45 min	52/yr	
Update Paper Form	60 min	90 min	120 min	520/yr	

THEN!

Input the classification that completes the task to help calculate cost

LASTLY!

COMMUNICATE

these projected time and cost savings to:

1. To help justify the elimination of a task
2. To quantify the time and cost benefits of key process changes

Click below for the module review!

must complete the survey to receive certificate of completion for Level I LPI Training

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